

PERFORMANCE DISPUTE REVIEW PROCESS

Department	Dept. Code	Internal Formal Review Process Steps for Disputes	Date
Agriculture	BAA	1) Employee and Supervisor, 2) Deputy Commissioner or third party review committee	
Corrections	CAA	1) Supervisor. 2) Appointing authority. 4) State Personnel Director.	
Education	DAA	A. Initial steps: Discussions 1) Supervisor, 2) OPTIONAL: request a meeting with the reviewer (second level supervisor) B. Dispute Process: to HR who requests 1) written response from supervisor, 2) Neutral Review Committee appointed by the Assistant Commissioner reviews and drafts final department decision for approval by Assistant Commissioner	
Governor's Office	EAA		
Health Care Policy & Financing	UHA	1) Supervisor. Choice of the following 3 internal options to resolve the dispute: a) Next level supervisor and if unsatisfied, proceed to next step; b) Office Director and if no resolution, Executive Director; or c) Executive Director	
Human Services	IAA	1) Discussion with Supervisor, 2) Written statement to Appointing Authority, 3) Advisory Panel -if appointing authority does not use panel must demonstrate in the decision how objectivity was built into the dispute resolution process. 4) Appointing Authority issues a written decision - If disagrees with panel recommendation, Appointing Authority sends written explanation and justification to Executive Director.	
Labor & Employment	KAA	A. Any or all of the following: Discussions with a) supervisor, b) second-level supervisor, c) HR for recommendation of a trained advisor, d) HR regarding available options and procedures for review. B Choice of 1) mediation or 2) panel review. If mediation doesn't work proceeds to panel review. Panel review results in written recommendation to Appointing Authority. Panel decision final unless appointing authority does not accept the recommendation and decides on an alternate course of action. 3) Appointing authority presents objections and decision to Department Personnel Director for review on conformance with Program and rules.	
Law	LAA	1) Supervisor, 2) Section Deputy, 3) Chief Deputy	
Local Affairs	NAA	1) Supervisor, 2) Designated Reviewer, 3) Review Panel	
Military and Veterans Affairs	OAA	1) Supervisor, 2) Appointing Authority or designee, 3) Mediation may be recommended	
Natural Resources	PAA	1) Informal: a) discussion with supervisor or b) mediation/facilitation ; 2) Panel; 3) If employee desires, review by appointing authority	
Personnel and Administration	AAA	1) Supervisor, 2) Division Director	

PERFORMANCE DISPUTE REVIEW PROCESS

Department	Dept. Code	Internal Formal Review Process Steps for Disputes	Date
Public Health & Environment	FAA	1) Supervisor, 2) Supervisor may request mediator 3) Designated Reviewer	
Public Safety	RAA	1) Supervisor, 2) Reviewer; 3) Advance through chain of command to Appointing Authority or delegated decision maker;	
Regulatory Agencies	SAA	1) Supervisor, 2) Appointing Authority	
Revenue	TAA	1) Supervisor; 2) Appointing Authority or designates person or panel to hear dispute;	
State	VAA	1) Supervisor; 2) Appointing Authority or designates a review committee to make recommendation; 3) Appointing Authority issues written decision	
State Auditor's Office		1) Supervisor, 2) State Auditor	
Transportation	HAA	1) Supervisor; 2) Reviewer(2nd level supervisor or anyone appointed by Appointing Authority;	
Treasury	WAA	1) Supervisor; 2) Deputy Treasurer	